

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
8th APRIL 2013
AT 07:45PM IN OWSLEBURY PARISH HALL**

PRESENT

Vice Chairman: Councillor Mr J Chapman (in the Chair)
Councillors: Mrs E Catterson, Mr W Martin, Mr R Page, Mr M Pallant & Mr G Tull

IN ATTENDANCE

District Councillor Mr L Ruffell (left the meeting at 9pm)
Clerk: Mr M Cleary

57/13 APOLOGIES

Parish Councillor Mr A Manship (Chairman),
County Councillor Mr P Mason
District Councillor Mr R Humby

58/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

The Vice Chairman asked the Clerk to remind Councillors of the Code of Conduct in relation to Personal Interests. The Clerk advised the Council that, in summary, where a Member has a Prejudicial Interest as defined in the Code of Conduct, the Member must immediately declare the interest and must not participate in any discussion or vote and must withdraw from the room. If a Member has a personal interest, as defined by the Code of Conduct, which is not prejudicial, the Member must immediately declare the interest.

No Councillor declared an interest on an agenda item which should be disclosed.

59/13 CONFIRMATION OF THE MINUTES

The minutes of the Parish Council meeting held on 11th March 2013 had been previously circulated. There were no amendments to the draft minutes. Councillor Pallant proposed the Minutes be approved and the motion was seconded by Councillor Catterson – all approved and the Vice Chairman signed them as a correct record of the meeting.

60/13 POLICE CONSTABLE REPORT

No representative of the Police was present at the meeting and there was no report. The Clerk noted 3 matters had been reported to the Police: the glass on the Notice Board in Lower Baybridge Lane had been deliberately broken for the second time, unauthorised vehicular access had again occurred on the Recreation Ground and excessive speed by a fleet of Mini cars along Mare Lane during the Easter weekend.

61/13 TO HEAR PUBLIC QUESTIONS AND COMMENTS

a) Planning Applications – Statement of Intent from Owner or Agent and Public Comments

Mr Ray Phillips was unable to attend the meeting to speak in connection with the planning application for Phillips Farm House but had written to the Clerk with his comments. Members took note of Mr Phillips' comments.

b) Other Agenda Items – Public Comments

Mr Paul Phillips wished to express the thanks of the residents of Pitcot Lane for the community spirit of Councillor Tull in clearing the Lane of debris caused by recent bad weather. In relation to the continuing flooding issues in Pitcot Lane, Mr Phillips asked whether there had been any further progress in persuading Hampshire Highways to take remedial action. The Clerk noted there was nothing of substance to report,

Hampshire Highways taking the view the Lane is a private road and not of their concern. Mr Phillips asked whether the Council would pursue the matter as in essence Hampshire Highways were knowingly allowing water to drain from the main road onto private land, something he considered may be illegal. The Vice Chairman acknowledged the long felt concerns of the residents and as the matter had already been reported to Council and was on the list of issues to be raised with Hampshire Highways, he asked the Clerk to make further enquires including the legality of water draining onto private land. He asked Mr Phillips to let the Clerk have any recent correspondence with Hampshire Highways.

Action:	By When:	By Whom:
Pitcot Lane drainage <ul style="list-style-type: none"> To discuss with Hampshire Highways legality of water draining onto private property and remedial steps which may be necessary. 	ASAP	Clerk

62/13 MATTERS ARISING FROM THE MINUTES

a) **Dangerous trees at Jackamns Hill:** The Clerk reported that after some 9 months and chasing by Parish and District Councillors as well as himself, the trees had been cut down. Councillors were most concerned as to weaknesses in the process and procedures that had led to such a delay and the Vice Chairman asked the Clerk to write to Hampshire Highways and Winchester City Council expressing the Council's deep concern and requesting a review of procedures be undertaken.

Action:	By When:	By Whom:
Dangerous trees at Jackman's Hill/process and procedure <ul style="list-style-type: none"> To request WCC and HH to review procedures so as to prevent a recurrence of unreasonable delay in dealing with a future public safety issue. 	ASAP	RH/Clerk

b) **Improvements to Bridleway 9:** the Clerk reported that following the comments made by Councillors at the March meeting he had ascertained from the Countryside Team the work to be undertaken on the Bridleway and has advised Parishioners by way of the Notice Board and website, ahead of the official notification. Concerns had subsequently been expressed about the communications process and nature of the work but the Clerk had been unable to contact the person dealing with the matter on the Countryside team, possibly due to the Easter holidays. Councillor Tull noted his and others concerns that there appeared to be little if any communication with the adjacent landowners or with the general public. He was equally concerned as to the impact the work was having on the environment and wildlife at this time of year and wanted to know whether proper environment and wildlife risk assessments had been undertaken. He too had had difficulties in contacting the Countryside Team but had, after many hours of waiting, eventually contacted the Compliance Officer who had promised an early response to his enquiries. Councillors expressed their concerns as to possible weaknesses in process and procedure leading to possible damage to the environment and wildlife. It was agreed that subject to the outcome of Councillor Tull's conversation with the Compliance Officer, the Clerk would write to the Countryside Team expressing the Council's concern as to the consultative and risk assessment processes in relation to Bridleway 9. In general discussion it was also agreed Parishioners should be asked to report to the Clerk any issues they felt should be addressed with the Countryside Team in relation to other Bridleways or Public Paths.

Action:	By When:	By Whom:
Improvements to Bridleways and Public Paths <ul style="list-style-type: none"> Subject to evaluation of further information from WCC, to write to WCC as to need for more timely consultation with Parish before undertaking works on Bridleways and Footpaths. 	ASAP	RH/Clerk

c) **Installation of Dragon's teeth and mound at Recreation Ground:** The Clerk reported the work was now in hand – the installation of Dragon's teeth was nearly complete and the work on the mound would commence shortly. Concern was expressed that the distance between Dragon's teeth may still allow a car to pass through and the Clerk was asked to investigate the matter further.

Action:	By When:	By Whom:
Dragon's teeth <ul style="list-style-type: none"> To review the distance between the teeth so to ascertain whether a small car could pass through the teeth. 	ASAP	Clerk

63/13 COUNTY AND DISTRICT COUNCILLOR REPORT

District Councillor Ruffell expressed District Councillor's Humby's apologies and reported that District Councillor Humby had spoken with Mel Kendal, whose responsibilities include traffic speeds and signage, and Mr Kendal had acknowledged the concerns of Parishioners over traffic speeds in the Whaddon Lane area and would 'add the matter to his programme'.

District Councillor Ruffell noted the road sweeper had been in operation in the Parish but it seemed it was unable to deal with the dried mud in the lanes, the result being a lot of dust and dirt re-settling on the lanes. In addition the sweeper was unable to access certain narrow lanes eg between Whites Hill and the tree at the Ship Inn, where considerable debris had accumulated. In discussion it was agreed that whilst the Parish Council should inform Hampshire Highways of its concerns, it may be better for the clearance of debris in the worst affected lanes to be included in the Lengthsman's schedule for his next visit.

Action:	By When:	By Whom:
Street Cleaning <ul style="list-style-type: none"> Clerk to inform HH of ineffective cleaning in areas where mud had dried and consideration to be given to including worst affected areas on Lengthsman's schedule for his next visit. 	ASAP	Clerk

District Councillor Ruffell also noted the resurfacing work and re-arrangement of parking to be undertaken in Beech Grove in September/October subject to the outcome of public consultation with residents.

64/13 HIGHWAYS

a) Kerbing at Hurst Lane

The Clerk noted the matter was still outstanding and he had asked Hampshire Highways for an on-site meeting to discuss the scale of work involved and the likely cost.

Action:	By When:	By Whom:
Kerbing at Hurst Lane <ul style="list-style-type: none"> Clerk to arrange a meeting with Hampshire Highways with Chair and Vice Chair to discuss scale and cost of proposed works.. 	ASAP	Clerk/AM/JC

b) Other matters

- i) The Vice Chairman noted Whaddon Lane would be closed to allow for work primarily on one of the soakaways opposite to Whaddon Farm. Councillors asked for further enquiries to be made of Hampshire Highways and Marwell Wildlife as to clearance of the large ditch opposite the apple orchard in Whaddon Lane, and in the case of Hampshire Highways, maintenance of the culvert near to Marwell Activity.
- ii) Councillors noted the installation of the new Finger Post in Hurst Lane but felt the lettering was difficult to see from any distance and asked that it be 'blacked-in'

Action:	By When:	By Whom:
Other highway issues <ul style="list-style-type: none"> Ascertain arrangements for clearing ditch opposite apple orchard and culvert near to Marwell Activity Centre Lettering on finger post in Hurst Lane to be 'blacked-in'. 	ASAP	Clerk JC

65/13 RIGHTS OF WAY

No matters were raised by Councillors

66/13 RECREATION GROUND: IMPROVEMENT TO TRACK LEADING TO HARD-STANDING

The Vice Chairman noted the improvement to the track had been deferred at the March meeting to allow for consideration by Councillors of an alternative proposal to be put to the April meeting. The Clerk summarised the discussion that had taken place at the March meeting and noted he had not received an alternative proposal in a form he considered appropriate to put before Council. Councillor Page commented he had considered the matter further since the last meeting and felt the work should be undertaken by a suitably qualified contractor. Councillor Pallant noted he would be prepared to ‘help out’ but was not qualified to do the work himself. Councillor Tull felt there may have been a misunderstanding of his position and he was more concerned with the cost estimates. As an experienced contractor he had costed the work himself so as to use as a benchmark, and the quotes obtained by the Clerk were too far ahead of the benchmark for comfort. The Vice Chairman noted that other considerations apart from cost would apply, including the scope and quality of the work. After a constructive debate it was agreed that as better weather should at last be with us, the urgency to complete the work had passed. This would allow Councillor Tull to work with the Clerk in re-assessing the scope of the work needed and likely cost parameters, after which new quotations would be sought.

Action:	By When:	By Whom:
Improvement to track leading to hard-standing <ul style="list-style-type: none"> Reassess scope of work and cost parameters and seek new quotations 	June	Clerk/GT

67/13 CHILDREN’S PLAY AREA

The Clerk noted he had completed a playground safety course, as had Councillor Page a little while ago. He would continue with weekly visual inspections of the play area and equipment and would discuss with Councillor Page his own involvement as a ‘back-up’. The Clerk would also investigate the need for and cost of quarterly inspections. The Clerk noted the annual safety audit organised by WCC had taken place in February. The overall assessment was that the playground was ‘low risk’, although a number of matters were identified for consideration over the medium term. The Clerk would investigate the areas concerned further. Councillors were pleased with the good outcome of the audit and keen to continue to maintain a good safety assessment. They asked the Clerk keep them informed, as appropriate. Councillors suggested that in addition to the weekly checks, the Clerk invite parents and guardians to report any matters of concern to him .

Action:	By When:	By Whom:
Children’s Play area <ul style="list-style-type: none"> Clerk to invite parent/guardians to report any concerns about equipment/ground to him 	ASAP	Clerk

68/13 TRAFFIC SPEED LIMITS

The Vice Chairman reminded the Council of the deep concerns of Parishioners as to the speed of traffic in the narrow lanes of the Parish. The matter (together with the size of HGVs using the lanes) would be included in the draft Parish Plan to be issued for public consultation. However, the problem was such that preliminary action needed to be taken. District Councillor Ruffell had already referred to the involvement of District Councillor Humby and the local MP and Mel Kendal had been contacted and agreed to consider certain speed restrictions notably in the Whaddon Lane area. However, whilst a welcome development, it would seem it would only involve reducing the speed limits in the Whaddon Lane area to 40mph, whilst local residents felt 30mph to be more appropriate. The Vice Chairman noted changes to speed limits was not an easy task as it involved Whitehall as well as local government departments or agencies.

In discussion and debate, Councillors agreed with the thrust of the Vice Chairman’s comments. During the discussions concerns were raised over the need to improve signage, the need for a 20mph limit in the area of the school (at least) and the need to ensure the outer reaches of the Parish are also included when considering reductions in speed limits – not just in the central part of the village.

In order to prepare for further discussions with and to put pressure on the relevant traffic management authorities (including the continued help of District and County Councillors and the MP) it was agreed the Clerk would set up a 'near misses' database using information from Parishioners (this was necessary as accident statistics not involving injury, are not readily available, if at all). The Clerk would liaise with the Marwell area residents who were already compiling information. An Email address would be set up for Parishioners to report car related incidents electronically, and consideration would be given to a Parish Comment box at the Parish Hall. The Owslebury Newsletter would also be asked to assist in asking Parishioners for their help in this matter. The compilation of credible statistics based on local evidence would enable the Parish, District, County Councils and MP to place greater pressure on the traffic management authorities to reduce speed limits in the Parish.

Action:	By When:	By Whom:
Speed limits <ul style="list-style-type: none"> To create a database of near misses and other vehicle related issues. To put communication channels (to include email address, letter box and requesting assistance from Owslebury Newsletter) in place for Parishioners to report traffic issues.. To continue discussions with traffic management authorities and put pressure on them to listen to local residents as to the need to reduce traffic speed. 	ASAP ASAP On-going	Clerk Clerk JC/RH/LR

69/13 PARISH PLAN

At the request of the Vice Chairman the Clerk updated the meeting on the progress made in the preparation of a consultative document encapsulating the views of Parishioners as to the future development of the Parish. The draft document had been circulated to Councillors before the meeting and incorporated many of the comments made by Steve Lincoln, Community Planning Manager at WCC. The Clerk sought agreement for the draft document to be formally submitted to WCC (who would then consider providing funding for completion of the Plan) in readiness for public consultation, with view to the process being completed by the summer and the preparation of a final Plan. Following a brief discussion, Councillors felt the draft consultative document was sufficiently advanced to move to the public consultation phase and approved the Clerk's recommendation that that process should now begin.

Action:	By When:	By Whom:
Parish Plan <ul style="list-style-type: none"> To submit the draft consultative plan to WCC with a view to obtaining funding for completion of the Plan, as a first step in the public consultation process. 	ASAP	Clerk

70/13 CRICKET AND FOOTBALL CLUBS

The Clerk updated the Council on recent discussions he and Councillor Manship (Sports Clubs Representative for Council, Councillor Tull being unable to attend) had had with representatives from the Cricket and Football Clubs on the renewal of their licences to use the Recreation Ground. He noted the draft Licences had been accepted by the Clubs with the exception of 2 points – one was minor and easily dealt with, the other – to do with the ground on which the Pavilion stands- was more complex and required further research. The matter was historical in nature and involved very old agreements but he was hopeful it would be resolved amicably in time for the Licences to be put to Council for approval at the May meeting. The Clerk responded to questions from Councillors and noted sources of information which could be useful in resolving the main outstanding point.

The Clerk reported the request from the Cricket Club for the Council's assistance in dealing with the moss problem on the Recreation Ground. The written request from the Club had been circulated to Councillors prior to the meeting. The Club would remove the moss on the cricket square and would also undertake to remove the moss on the rest of the ground if the Council would acquire the necessary moss removing chemical fluid. Councillors debated the matter and were sceptical as to whether it would be more than a temporary solution. However they accepted the moss was an issue for the current season and wished to help the Club. Accordingly they supported the Club's request in principle, but specified that the application of the chemical fluid must be by a suitably qualified person and that warning signage be displayed when the work was to be undertaken. They asked the Clerk to ascertain the cost of removal if the Council were to instruct its own contractors, Cannon.

The Clerk reported the Cricket Club had also requested authority to install at their expense an artificial all-weather strip so as to improve the playing surface, reduce maintenance requirements and to allow for more matches to be played. The Clerk had made enquiries of the Hampshire Playing Fields Association and they had no material objections they would wish to bring to the attention of Councillors.

The Council debated the request. All Councillors wished to support the local cricket club but one Councillor felt that better maintenance of the cricket square would be preferable to an artificial strip. The matter was debated further, after which the Vice Chairman asked for a show of hands. 5 Councillors were in favour of giving the Club approval to install an artificial all-weather strip, subject to the Club's agreement as to the proper installation of the strip by suitably qualified installers and their agreement to return the strip to its original state should the Club vacate the Ground or the Council require them to do so if the strip becomes unsightly or causes material problems, Councillor Page felt alternative measures should be taken and was unable to support the proposal.

In order for both these matters to be resolved before the start of the cricket season and before the May Council meeting, the Council agreed to form a Sub-Committee comprising the Sports Clubs Representatives with delegated authority to agree with the Club the terms and conditions (along the above lines) attached to the Council's approval for the 2 requests, with a financial limit on any expenditure required by the Council of £100.

Action:	By When:	By Whom:
Sports Club		
<ul style="list-style-type: none"> To complete discussions with Clubs as to renewal of Licence Agreements and bring final agreed Licences to Council for approval 	13/05/13	Clerk/GT/AM
<ul style="list-style-type: none"> To form a Sub Committee of the Council comprising the Council's Sports Clubs Representatives with the specific purpose of agreeing terms and conditions pertaining to the Council's approval for the installation of an artificial all-weather strip and the clearance of moss, with a financial limit of £100 for any costs to be incurred by the Council. 	19/04/13	GT/AM/Clerk

71/13 PLANNING

a) To Discuss Planning Applications

SDNP/13/00954/HOUS	Phillips Farm House, Lower Baybridge Lane, Owslebury, Winchester SO21 1JN
Proposal:	Erection of domestic polytunnel greenhouse
Closing Date SDNPA:	17 th April 2013
Closing Date OPC:	17 th April 2013

OPC: No comment

b) To Discuss Planning Decisions

Councillors noted the following planning decisions:

SDNP/12/01228/HOUS	Bottom Pond Farm, Morestead Hill, Morestead, Winchester, Hampshire, SO21 1JE
Proposal:	Increase the roof height of the existing dwelling; erection of attached double garage with office above; rear extension; replacement porch and associated alterations to external parts of the dwelling
Decision:	Application Approved
SDNP/12/02716/HOUS	1 Bottom Pond Cottages, Morestead Hill, Morestead, Winchester, Hampshire, SO21 1JE
Proposal:	Construction of new timber framed garage (WITHIN THE CURTILAGE OF A LISTED BUILDING)
Decision:	Application Approved

SDNP/12/01494/FUL	Whaddon Farm, Whaddon Lane, Owslebury, Hampshire
Proposal:	1 no. five bedroom farm dwelling
Decision:	Application Refused
SDNP/13/000375/HOUS	Stoneycroft, Hensting Lane, Owslebury, Winchester Hampshire SO21 1LE
Proposal:	Remove roof to existing dwelling; reconstruct roof to provide 4 no. bedrooms, internal alterations to ground floor, new entrance and stairs to hall.
Decision:	Application Approved

c) Enforcement Issues

The Vice Chairman noted a mobile home had now been placed at Woodland View Stables, already the subject of concern for both the Parish and the Enforcement division of WCC. Neil March had been informed on the day of the meeting of the development, and the Clerk was awaiting a response as to the further action to be taken.

Action:	By When:	By Whom:
Enforcement <ul style="list-style-type: none"> To establish action to be taken by WCC Enforcement as to removal of unauthorised mobile home from Woodland View Stables 	ASAP	Clerk

72/13 CORRESPONDENCE– FOR INFORMATION ONLY

- a) HALC e-update. Document circulated to councillors.
- b) North and East Hampshire Countryside Watch. Document circulated to councillors.
- c) Bishop’s Waltham Neighbourhood Plan. Document circulated to councillors
- d) Invitation to attend WCC meeting re Matterley Bowl, 15th April 3-5pm. Document circulated to Councillors.
- e) Parish Connect E-newsletter for March. Document circulated to Councillors.
- f) Email from Peter Facey re roll-out of faster broadband in Hampshire. Email copied to Councillors.
- g) CIL workshop invitation. Invitation circulated to Councillors.
- h) CPRE invitation to seminar on community planning. Invitation circulated to Councillors.
- i) Invitation to attend ceremony on 2nd June at the Cathedral to mark the 60th anniversary of The Queen’s Coronation. Invitation circulated to Councillors..
- j) Letters of thanks from St Andrew’s Church, Citizens Advice Bureau and Hart Wildlife Rescue for charitable contributions.
- k) North and East Hants Country Watch. Document circulated to Councillors.
- l) Letter from BDO advising on year end audit arrangements. Audit date set for 1st July; Annual Return to be made available for public inspection 3rd June – 28 June.
- m) Notice from WCC/SDNP as to adoption of District Local Plan Part 1 – Joint Core Strategy. Available for public inspection at selected libraries (for list contact Clerk) and on <http://www.winchester.gov.uk/planning-policy/local-plan-part-1/adoption>

73/13 AGENDA ITEMS FOR THE NEXT MEETING

There were no specific matters Councillors wished to place on the Agenda for the May meeting.

74/13 FINANCE – SIGNATORIES FOR PAYMENTS PREVIOUSLY AGREED

Finances

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
2012/13: 112	329.40	MJ Cleary	Clerk's net pay for March
113	32.43	MJ Cleary	Clerk's expenses for March
114	219.60	Post Office Ltd	PAYE for March on Clerk's pay
2013/14: 1	257.00	HALC	Subscription for 2013/14
2	165.00	WCC	Dog waste collection October-December
3	52.33	Play Inspection Co	Play area safety course (minute 49/13 refers)
4	30.00	TLC	Website maintenance March
5	45.00	WCC	Play Area Audit inspection
RECEIPTS			
No receipts to report			

75/13 DATE OF NEXT PARISH COUNCIL MEETING

The next meeting will be on **Monday 13th May 2013 at 7.45** in Owslebury Parish Hall (Subsequent to the meeting, Monday 13th May will be reserved for the Annual Parish Meeting; a Summons will be issued for Councillors to attend the Parish Council meeting on Monday 20th May 2013 at the Parish Hall).

The meeting closed at 9.45pm

Chairman.....John Chapman..... Date 20th May 2013